

DRAFT

DEPARTMENT OF ENVIRONMENTAL QUALITY

GUIDANCE FOR REPORTS AND WORKPLANS

Draft 9/6/2002

ABBREVIATED WORK PLAN / BUDGET OUTLINE **for SOIL BORING/MONITORING WELL INSTALLATION**

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
PETROLEUM RELEASE SECTION (PRS)
(Revised July 23, 2002)

This outline has been developed by DEQ to identify basic information an ***Abbreviated Work Plan and Budget*** must contain before it will be reviewed by PRS. Abbreviated Work Plans and Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more meaningful summary report containing background information will be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated work plan and budget for *soil boring and groundwater monitoring well installation* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section. Additional tasks not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER (One Page)

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (Abbreviated Work Plan and Budget for Soil Boring and/or Groundwater Monitoring Well Installation) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (drilling, ground probing, monitoring well installation) event.
- 1.6 Scope and schedule paragraph specifying the borings that are to be completed, and if applicable, the number of soil and groundwater samples to be collected, locations of soil samples, groundwater sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, collected from upper 24-inches of water column, etc.), laboratory analysis proposed, and approximate date of field activities.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task/subtask

Reporting (abbreviated event summary, or standard report, whichever is required by PRS)

DRAFT GUIDANCE

ABBREVIATED WORK PLAN and BUDGET **for SOIL EXCAVATION AND DISPOSAL**

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
PETROLEUM RELEASE SECTION (PRS)

(Revised July 23, 2002)

This outline has been developed by DEQ to identify basic information an *Abbreviated Work Plan and Budget for Soil Excavation and Disposal* must contain before it will be reviewed by PRS. Abbreviated Work Plans and Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated work plan and budget for soil excavation and disposal* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section. Additional tasks not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER (One Page)

- 1.8 Date
- 1.9 Responsible Party's Name and Mailing Address
- 1.10 Contact Person's Name and Mailing Address (if different from above).
- 1.11 Subject Line with the following information:
 - 1.11.1 Title (**Abbreviated Work Plan and Budget for Soil Excavation and Disposal**) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.12 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (contaminated soil excavation, landfill disposal, or landfarm treatment) event.
- 1.13 Scope and schedule paragraph specifying the quantity (banked cubic yards or tons) of soil to be excavated, disposed, or remediated, and if applicable, the number and location of soil and samples to be collected, laboratory analysis proposed, and approximate date of field activities.
- 1.14 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task and subtask

Reporting (abbreviated event summary, or standard cleanup report, whichever is required by PRS)

DRAFT GUIDANCE
ABBREVIATED
WORK PLAN and BUDGET FORMAT
for Ground Water Monitoring

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (DEQ-PRS)
(Revised August 16, 2002)

This outline has been developed by DEQ to identify basic information an *Abbreviated Work Plan and Budget* must contain before it will be reviewed by PRS. Abbreviated Work Plan/Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more in-depth work plan/budget containing detailed background and proposed investigation or corrective action information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated work plan and budget* for groundwater monitoring when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by PRS.

1.0 COVER LETTER (One Page)

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (Abbreviated Work Plan and Budget for [specify task] for the petroleum release at) and facility information (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (specific tasks to be conducted) event.
- 1.6 Scope and schedule paragraph specifying the monitoring wells that are to be sampled, number of samples to be collected, sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, etc.), laboratory analysis proposed, and approximate date of field activities.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task/subtask

Reporting (abbreviated event summary, or standard report, whichever is required by PRS)

DRAFT GUIDANCE

ABBREVIATED

WORK PLAN and BUDGET FORMAT

for Monitored Natural Attenuation

Montana Department of Environmental Quality Petroleum Release Section (DEQ-PRS),
Revised August 26, 2002

This outline has been developed by DEQ to identify basic information an *Abbreviated Work Plan and Budget for Monitored Natural Attenuation* must contain before it will be reviewed by PRS. Abbreviated Work Plan/Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more in-depth work plan/budget containing detailed background and proposed investigation or corrective action information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated work plan and budget for Monitored natural Attenuation* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by PRS.

1.0 COVER LETTER (One Page)

- 1.8 Date
- 1.9 Responsible Party's Name and Mailing Address
- 1.10 Contact Person's Name and Mailing Address (if different from above).
- 1.11 Subject Line with the following information:
 - 1.11.1 Title (**Abbreviated Work Plan and Budget for Monitored Natural Attenuation**) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.12 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (specific tasks to be conducted) event(s).
- 1.13 Scope and schedule paragraph specifying the monitoring wells that are to be sampled, number of samples to be collected, sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, etc.), laboratory analysis proposed, and approximate date(s) of field activities.
- 1.14 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task/subtask

Reporting (abbreviated event summary, or detailed standard report, whichever is required by PRS)

DRAFT GUIDANCE

ABBREVIATED

WORK PLAN and BUDGET FORMAT

for Remediation System Decommissioning and Removal Activities

(This format may be appropriate for decommissioning and removing remediation systems and equipment, including SVE blowers, sparge-system compressors, product recovery pumps, passive skimmers, piping, air-strippers, oil-water separators, electrical service connections, and wiring, and equipment sheds or boxes.

Montana Department of Environmental Quality Petroleum Release Section (DEQ-PRS), Revised August 26, 2002

This outline has been developed by DEQ to identify basic information an *Abbreviated Work Plan and Budget for Remediation System Decommissioning and Removal* must contain before it will be reviewed by PRS.

Abbreviated Work Plans and Budgets are requested by DEQ-PRS when either a plethora of site information already on-file makes additional background or detailed work plan information redundant, or when the tasks are routine, or when a more in-depth work plan/budget containing detailed background and proposed investigation or corrective action information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated work plan and budget for remediation system decommissioning and removal* tasks when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by PRS.

1.0 COVER LETTER (One Page)

- 1.15 Date
- 1.16 Responsible Party's Name and Mailing Address
- 1.17 Contact Person's Name and Mailing Address (if different from above).
- 1.18 Subject Line with the following information:
 - 1.18.1 Title (**Abbreviated Work Plan and Budget for Remediation System Decommissioning and Removal**) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.19 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (specific tasks to be conducted) event.
- 1.20 Scope and schedule paragraph specifying the task(s) to be conducted, remediation equipment to be decommissioned and removed, and approximate date of the proposed work.
- 1.21 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task/subtask

Reporting (abbreviated report cover letter or standard report, whichever is required by PRS), and equipment inventory and disposition

DRAFTGUIDANCE

ABBREVIATED **WORK PLAN and BUDGET FORMAT** **for Specific Remedial Investigation or Corrective Action Activities**

(This format may be appropriate for Soil Borings, Monitoring Well Installation, Test Pits, Groundwater Sampling, Monitored Natural Attenuation, Soil Removal, Well Abandonment, System Removal, and Free-Product Recovery)

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (DEQ-PRS)
(Revised August 16, 2002)

This outline has been developed by DEQ to identify basic information an *Abbreviated Work Plan and Budget* must contain before it will be reviewed by PRS. Abbreviated Work Plan/Budgets are requested by DEQ-PRS when either a plethora of site information already on-file makes additional background or detailed work plan information redundant, or when the tasks are routine, or when a more in-depth work plan/budget containing detailed background and proposed investigation or corrective action information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated work plan and budget* for various remedial investigation or corrective action-related tasks when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is a title page, table of contents, executive summary, site history or background narrative, site map, groundwater or plume maps, detailed descriptions of purpose/procedures/methods/or scopes of work, tabular presentation of historic data or results, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or fax transmittal) by PRS.

1.0 COVER LETTER (One Page)

- 1.22 Date
- 1.23 Responsible Party's Name and Mailing Address
- 1.24 Contact Person's Name and Mailing Address (if different from above).
- 1.25 Subject Line with the following information:
 - 1.25.1 Title (Abbreviated Work Plan and Budget for [specify task] for the petroleum release at) and facility information (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.26 Introductory paragraph containing reference to PRS request for abbreviated work plan and budget, and purpose of proposed (specific tasks to be conducted) event.
- 1.27 Scope and schedule paragraph specifying the task(s) to be conducted, and if applicable, the number and location of environmental samples to be collected, laboratory analysis proposed, and approximate date of field activities.
- 1.28 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

Per task/subtask

Reporting (abbreviated event summary, or standard report, whichever is required by PRS)

DRAFT SAMPLE COVER LETTER
ABBREVIATED WORK PLAN AND BUDGET

(Letter head: Consultant Name, Address, and Phone Number)

August 15, 2002

Mr./Ms. Owner/Operator or Contact Person
PO Box 200901
Helena, MT 59620

Subject: Abbreviated Work Plan and Budget for [task(s)] for the Petroleum Release at (Name of Facility), (Street Address), (Town), MT (Zip Code); Facility ID (Number), Release (Number).

Dear Mr. and Ms.

(Consultant) is pleased to present this abbreviated work plan and budget for (for example, groundwater monitoring and SVE system exhaust sampling) as requested by the Department of Environmental Quality Petroleum Release Section (DEQ-PRS) in a letter dated (date). The purpose of this task(s) is to obtain (for example, current groundwater contaminant concentrations and SVE system exhaust data to be evaluated in future decision-making processes).

Groundwater-monitoring wells (monitoring well identification/names) will be (for example, gauged and sampled from the upper 24-inches of the water column with a disposable bailer using no-purge methodology). One sample from each well will be collected into (appropriate sample container), preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for (for example, VPH Massachusetts Method analysis). Upon receipt of the laboratory analytical report, (Consultant) will forward a copy of the laboratory report, depth-to-water level measurements, and SVE system exhaust measurements under a one-page cover letter report (abbreviated report format) to DEQ-PRS for review.

It is a pleasure to be of service to you. If you have questions or comments, please feel free to contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

Enc: Task and Budget worksheet

Draft 9/6/2002

DRAFT GUIDANCE

ABBREVIATED REPORT FORMAT **for Soil Boring and Groundwater-Monitoring Well Installation** **at a Petroleum Release Site**

(This format may be appropriate for reporting soil boring and monitoring well installation activities conducted to investigate, define, or monitor a petroleum release)

Montana Department of Environmental Quality Petroleum Release Section (PRS), Revised August 26, 2002

This outline has been developed by DEQ to identify basic information an *Abbreviated Report for Soil Boring and Specific Remedial Investigation or Corrective Action Activities* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either extensive site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for *soil boring and groundwater-monitoring well installation* activities when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, conclusions, recommendations, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.15 Date
- 1.16 Owner/Operator's Name and Mailing Address
- 1.17 Contact Person's Name and Mailing Address (if different from above).
- 1.18 Subject Line with the following information:
 - 1.18.1 Title (**Abbreviated Activity Report for Soil Boring and Monitoring Well Installation**) for the petroleum release at (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.19 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that was conducted.
- 1.20 Scope and temporal summary paragraph specifying the borings that were completed, date of activity, depth of borings, number and location of soil and groundwater samples collected, sampling methodology, depth to static groundwater, and laboratory analyses conducted.
- 1.21 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT (if applicable)

- 2.1 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.2 Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

3.0 BORING LOGS

3.1 Copies of boring and well-installation logs.

DRAFT GUIDANCE

ABBREVIATED REPORT FORMAT

for Excavation and Disposal of Contaminated Soil from a Petroleum Release Site

(This format may be appropriate for reporting the excavation and disposal of contaminated soil at a petroleum release site, whether required by DEQ as a cleanup methodology, or resultant of construction or excavation activities.)

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (PRS)
(Revised August 26, 2002)

This outline has been developed by PRS to identify basic information an *Abbreviated Report for Excavation and Disposal of Contaminated Soil from a Petroleum Release Site* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for *soil excavation and disposal* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, conclusions, recommendations, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.22 Date
- 1.23 Owner/Operator's Name and Mailing Address
- 1.24 Contact Person's Name and Mailing Address (if different from above).
- 1.25 Subject Line with the following information:
 - 1.25.1 Title (**Abbreviated Activity Report for Soil Excavation and Disposal**) for the petroleum release at (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.26 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that was conducted.
- 1.27 Scope and temporal summary paragraph specifying the task(s) that was conducted, when it was conducted, the number of banked cubic yards excavated and disposed, where disposed, and if applicable, the number and location of environmental samples collected, and laboratory analysis conducted.
- 1.28 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT (if applicable)

- 2.3 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

DRAFT GUIDANCE

ABBREVIATED REPORT FORMAT

for Groundwater Monitoring at a Petroleum Release Site

(This format may be appropriate for reporting one or more groundwater monitoring events as part of an interim or long-term plan at a petroleum release site.)

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (PRS)
(Revised August 14, 2002)

This outline has been developed by DEQ to identify basic information an *Abbreviated Report for Groundwater Monitoring at a Petroleum Release Site* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for *groundwater monitoring* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, conclusions, recommendations, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.29 Date
- 1.30 Owner/Operator's Name and Mailing Address
- 1.31 Contact Person's Name and Mailing Address (if different from above).
- 1.32 Subject Line with the following information:
 - 1.32.1 Title (**Abbreviated Report for Groundwater Monitoring**) for the petroleum release at (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.33 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that was conducted.
- 1.34 Scope and temporal summary paragraph specifying the monitoring wells that were sampled, when the event was conducted, number of samples collected, the collection method used (purge, no-purge, hand bail, peristaltic pump, upper 24-inches of water column, etc.), and laboratory analyses conducted.
- 1.35 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT

Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

DRAFT GUIDANCE

ABBREVIATED REPORT FORMAT

for Remediation System Decommissioning and Removal Activities

(This format may be appropriate for decommissioning and removing remediation systems and equipment, including SVE blowers, sparge-system compressors, product recovery pumps, passive skimmers, piping, air-strippers, oil-water separators, electrical service connections and wiring, and equipment sheds)

Montana Department of Environmental Quality Petroleum Release Section (PRS), revised August 26, 2002

This outline has been developed by DEQ to identify basic information an *Abbreviated Report for Remediation System Decommissioning and Removal* must contain before it will be reviewed by PRS. Abbreviated Reports are requested by PRS when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated report for remediation system decommissioning and removing* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, conclusions, recommendations, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.36 Date
- 1.37 Owner/Operator's Name and Mailing Address
- 1.38 Contact Person's Name and Mailing Address (if different from above).
- 1.39 Subject Line with the following information:
 - 1.39.1 Title (**Abbreviated Activity Report for Remediation System Removal**) for the petroleum release at (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.40 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that were conducted.
- 1.41 Scope and temporal summary paragraph specifying as applicable the remediation system removed, methods used to decommission underground and aboveground piping and wiring, electrical service, equipment sheds/boxes, and remediation equipment (attach inventory list).
- 1.42 Consultant's Name, Address and Phone Number (if not on letterhead).

Draft 9/6/2002

2.0 INVENTORY OF REMEDIATION EQUIPMENT (if applicable)

List of remediation equipment decommissioned or removed, including name of item, make, model and serial number (if available), and disposition. The list should include blowers, compressors, compressor tanks, recovery pumps, bailers, skimmers, strippers, sparge tanks, oil-water separators, synthetic and metallic storage tanks, metallic valve systems, timers, equipment boxes and sheds. Unless specifically requested by DEQ, the list should not include PVC or steel well casing or piping, fencing, PVC valves, well caps or flush-mounts, padlocks, or electrical wire.

DRAFT GUIDANCE

ABBREVIATED REPORT FORMAT

for Specific Remedial Investigation or Corrective Action Activities

(This format may be appropriate for Soil Borings, Monitoring Well Installation, Test Pits, Groundwater Sampling, Monitored Natural Attenuation, Soil Removal, Well Abandonment, System Removal, and Free-Product Recovery)

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PETROLEUM RELEASE SECTION (PRS)
(Revised August 14, 2002)

This outline has been developed by DEQ to identify basic information an *Abbreviated Report for Specific Remedial Investigation or Corrective Action Activities* must contain before it will be reviewed by PRS.

Abbreviated Reports are requested by PRS when either extensive of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated report for various remedial investigation or corrective action-related tasks when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, specifically not requested in this context is site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, conclusions, recommendations, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.43 Date
- 1.44 Owner/Operator's Name and Mailing Address
- 1.45 Contact Person's Name and Mailing Address (if different from above).
- 1.46 Subject Line with the following information:
 - 1.46.1 Title (**Abbreviated Activity Report** for [specify task] for the petroleum release at) and facility information (Facility Name, Facility Address, DEQ Facility ID Number and Release Number).
- 1.47 Introductory paragraph containing reference to PRS request for abbreviated report, and the purpose of the specific task(s) that were conducted.

- 1.48 Scope and temporal summary paragraph specifying the task(s) that was conducted, when it was conducted, and if applicable, the number and location of environmental samples collected, and laboratory analysis conducted.
- 1.49 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT (if applicable)

2.4 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

DRAFT SAMPLE COVER LETTER **ABBREVIATED REPORT FORMAT**

(Letter head: Consultant Name, Address, and Phone Number)

August 15, 2002

Mr./Ms. Owner/Operator or Contact Person
PO Box 200901
Helena, MT 59620

Subject: Abbreviated Groundwater Monitoring Report for the Petroleum Release at (Name of Facility), (Street Address), (Town), MT (Zip code); Facility ID (Number), Release (Number).

Dear Mr. and Ms.

(Consultant) is pleased to present this abbreviated groundwater monitoring report as requested by the Department of Environmental Quality Petroleum Release Section (DEQ-PRS) in a letter dated (date), proposed in the (standard or abbreviated) work plan dated (work plan date), and approved by DEQ-PRS on (date of work plan approval letter). This groundwater sampling event was conducted to obtain groundwater quality data (for example: necessary to determine if the release can be evaluated for closure; or, for base-line information as part of a year-long quarterly monitoring plan).

On (date), groundwater-monitoring wells (monitoring well identification/names) were [for example: gauged and sampled with a disposable bailer using no-purge methodology from the upper 24-inches of the water column. One sample from each well was collected, preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for VPH Massachusetts Method analysis. The laboratory analytical report, received by our firm on (date) is attached for your review. The depth-to-water level in each well sampled is noted on the analytical summary page].

The next sampling event is scheduled for (approximate date). A detailed monitoring report will be submitted (approximate submittal schedule). It is a pleasure to be of service to you. If you have questions or comments, please feel free to contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

Enc: Laboratory Analytical Report

Cc: DEQ Project Manager